



## **SOUTH BUCKINGHAMSHIRE NETBALL ASSOCIATION**

### **Secretary** **Role Description**

#### **ROLE SUMMARY:**

Act as a contact point for correspondence and enquiries received by South Buckinghamshire Netball Association (SBNA). Manage the administration needs of the South Buckinghamshire Netball Association (SBNA) Committee.

#### **ESTIMATED HOURS:**

4-6 hours per month plus county

#### **KEY TASKS:**

- Fulfil the responsibilities outlined in this role description and adhere to the EN Code of Conduct of the Regional Management Board
- Act as the point of contact for correspondence for all enquiries.
- Working closely with the Minutes Secretary:
  - Arrange venues and manage information distribution for Committee meetings and AGMs as required by the SBNA Constitution and as requested by the County Chair.
  - Collect reports from SBNA Committee members and distribute reports and agenda to Committee members before meetings.
  - Attend County meetings, in partnership with the Minutes Secretary take & distribute minutes for South Buckinghamshire Netball Association (SBNA).
  - Ensure notice of AGM, nominations forms, agenda, and any information pertinent to the AGM are distributed to all necessary persons in a timely manner and as required by the SBNA Constitution.
  - Ensure nomination forms and any proposals are correctly documented, submitted and distributed in accordance with SBNA Constitution.
- Distribute information and enquiries to appropriate County personnel.
- To ensure all SBNA committee members hold appropriate evidence and EN membership to attend and take seat at formal meetings
- Reply to correspondence as necessary via email or where appropriate on SBNA letterhead, retaining a copy for SBNA records.
- Complete official paperwork as necessary.
- Attend meetings and liaise with Minutes Secretary as necessary
- Working with Minutes Secretary, distribute meeting minutes to SBNA committee after approval of County Chair.
- Be an advocate for netball

#### **KNOWLEDGE & SKILLS:**



- Experience of organising and hosting/delivering meetings
- Strong interpersonal and communication skills
- Strong minute taking skills
- Strong planning, organisational and facilitation skills
- Good organisation and able to work to a deadline
- Confident user of technology
- Ability to build and maintain effective networks
- Flexibility and willingness to take on responsibility
- Good decision-making skills
- To have appropriate confidentiality and handling of any sensitive of personal data in accordance with the EN Code of Conduct and Data Protection Policy
- A current member of England Netball, Netball South and South Buckinghamshire Netball Association.